

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 04-020**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Maggie Singler

**DATE:** December 12, 2003

**SUBJECT:** December 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The December 15, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts> . If you need help finding or viewing these reports please contact a Regional Training Center (RTC) <http://www.ade.az.gov/rtc>.

**All eligible charter schools have been paid based on student lists submitted by September 19, 2003 or if applicable, 40th day counts due by November 30, 2003. . All charter schools, regardless of sponsorship, must have submitted a student list or 40<sup>th</sup> day ADM utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a December payment.** It is the responsibility of each charter school to verify that the Charter School Estimated Count report, or ADMS46-1 Report for 40<sup>th</sup> day if applicable, posted on their web page (<http://www.ade.az.gov/districts> ), accurately reflects the data submitted.

In the event that you did not receive a December 15, 2003 payment, it may be due to a decrease in ADM from estimates to 40<sup>th</sup> day, missing or late submitted ADM counts or having received overpayments in prior months. Future payments will be based on the 40<sup>th</sup> and 100<sup>th</sup> day SAIS information submitted by your Charter. If your Charter has not reached its 40<sup>th</sup> day plus 12 days, your payments will continue to be based on the latest submitted FY2004 enrollment lists. Charter schools should revise their estimated counts each month to accurately reflect the actual student registration until the charter has reached its 40<sup>th</sup> day. Any change in student counts on the CHAR55-1 will impact the calculated payment on CHAR64-1. If you have questions about student counts please contact either Karla Dunn at (602) 542-8240 or by email at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov) or, Steve Murosky at (602) 542-8239 or by email at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov) .

Information regarding corrections to FY2002-03 state aid is posted on the School Finance Bulletin Board (<http://www.ade.az.gov/schoolfinance/BulletinBoard/> ). The data reflected on the current FY2002-03 ADMS46-1, SPED28 and ELLS10 will be used for the recalculation of FY2002-03 state aid. If the current reports are not correct, contact either Karla Dunn at (602) 542-8240 or by email at [kdunn@ade.az.gov](mailto:kdunn@ade.az.gov) or, Steve Murosky at (602) 542-8239 or by email at [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov) .

If you have any questions regarding your equalization calculation or payments please contact me at (602) 542-8244 or by email at [msingle@ade.az.gov](mailto:msingle@ade.az.gov) .

December 15, 2003